

~~CONFIDENTIAL~~

16 May 1963

*W Equip + Supplies*

MEMORANDUM FOR: Colonel White

SUBJECT : Stenowriters

You asked Personnel and Training to assist FDD as necessary in developing a stenowriter capability, and to keep you informed. Their replies are attached. In summary the situation is as follows:

- (1) FDD has not yet contracted for the stenowriter system but expects to do so soon, and plans to use about twelve stenotypists.
- (2) About fifteen months will elapse between signing of a contract and completion of installation. This is the lead time in which to select and train the necessary typists.
- (3) FDD has a cadre of fifteen typists whose skills are highly developed and expects to train them in the stenotype system. Recruitment thus will be primarily a matter of replacements for people already on duty. OP anticipates no problem.
- (4) OTR says training can be done both internally and in the local Stenotype Institute and can be accomplished within the lead time available.
- (5) Both OP and OTR will keep in touch with FDD as the program develops.

*RDF*

